

# **VOIDING CHECKS (AP-REG-6)**

**FEBRUARY 1999**

***VERSION (1.0)***

## **TABLE OF CONTENTS**

<b>OVERVIEW .....</b>	<b>1</b>
<b>VOIDING CHECKS .....</b>	<b>1</b>
<b>OUTPUT-POSTING THE CASH DISBURSEMENTS JOURNAL .....</b>	<b>2</b>

# VOIDING CHECKS

## OVERVIEW

MUNIS allows individual AP vendor checks to be voided. **Cleared checks cannot be voided.** Once a check is voided, the associated invoice:

- Is re-opened.
- Has its status changed from “paid” to “approved”.
- Remains open to be paid later, changed or deleted.

To change or delete an invoice associated with the voided check, see the document *Changing or Deleting Posted Invoices AP-REG-2* in the Accounts Payable documentation.

## VOIDING CHECKS

To Void An AP Vendor Check, Select:

A) FINANCIALS

D) Accounts Payable Menu

C) Cash Disbursements Menu

C) Void Checks

The following screen is displayed:

<u>S</u> ession	<u>E</u> dit	<u>C</u> ommands	<u>S</u> ettings	<u>H</u> elp
VOID CHECKS				
Action: <b>Define</b> Browse Void Exit				
Define check to void before update.				
Cash account	[10	]	[6101	] CASH IN BANK
<b>Check number</b>	[	]		
Date				
Warrant				
Type				
Amount				
Vendor				

1. Select **Define** from the Ring Menu.
2. Enter the **Check number** to be voided and press **ESC**.
3. Select **Browse** from the Ring Menu to view the invoice(s) paid by the selected check.  
These invoices will be reopened after the check is voided.

4. Select **Exit** from the Ring Menu to exit the Browse screen.
5. Select **Void** from the Ring Menu to void the selected check.
6. At the prompt, type **Y** to continue.

## **OUTPUT-POSTING THE CASH DISBURSEMENTS JOURNAL**

To complete the check voiding process, the General Ledger accounts must be updated by Output-Posting the Cash Disbursements Journal. See the document ***Output-Posting the Cash Disbursements Journal (AP-REG-5)*** in the Accounts Payable documentation.